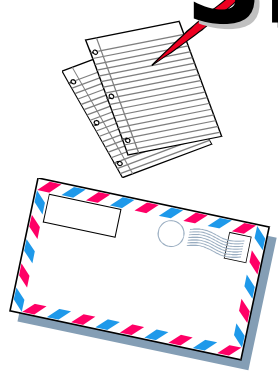


# **UNIT SPONSORSHI P PROGRAMS**

# **INSTALLATION COMMANDER'S RESPONSIBILITIES**

- **Appoint an individual to coordinate and manage the program**
- **Implement the sponsorship program**
- **Monitor and evaluate the program**
- **Ensure “ACS” supports the program**
- **Provide rear detachment sponsorship**
- **Ensure soldiers, civilians employees, and sponsors comply with AR 600-8-8**

# **ELEMENTS of the SPONSORSHIP PROGRAM**



**DA FORM 5434 (or comparable form)**

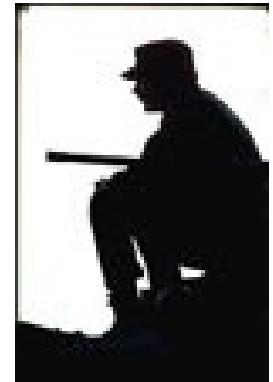
**Welcome letters**

**ACS Relocation Services**

**Reception**

**Orientation**

**Inprocessing**



# **TYPES OF AC SPONSORSHIP PROGRAMS**

- **Advanced Arrival**
- **Reactionary**
- **Rear Detachment Sponsorship**
- **Out sponsorship Assistance**

# **RULES FOR APPOINTING A SPONSOR**

- **Appoint within time frame of receiving notification form.**
- **In pay grade equal to or higher than incoming personnel (for ARNG First Line Leader)**
- **Of same gender, marital status, and career field or occupational series**
- **Normally will not be the person replaced by the incoming soldier or civilian**
- **Normally will not be within 60 days of PCS/ETS (loss)**

# **SPONSOR'S RESPONSIBILITIES**

- **Make initial contact**
- **Provide information requested**
- **Answer follow-up correspondence / questions**
- **Arrange temporary lodging and transportation**
- **Inform chain of command of any change in soldier's status**

# **SPONSOR'S RESPONSIBILITIES (cont)**

- **Meet incoming soldier**
- **Assist with inprocessing**
- **Introduce to the immediate chain of command**
- **Acquaint with unit and community**
- **Provide assistance and information**

